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Command Policy

**PACAF INSPECTOR GENERAL INSPECTION
ACTIVITIES**

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This instruction is implemented by AFD 90-2, Inspector General--The Inspection System and AFI 90-201, Inspector General Activities. This instruction establishes Operational Readiness Inspection and Unit Compliance Inspection guidelines for evaluating and rating PACAF units. This instruction applies to all PACAF-gained National Guard Bureau (NGB) units and members when published in the ANG Index 2. This instruction also applies to Air Force Reserve Command (AFRC) units and members so designated in Memorandums of Agreement between HQ PACAF and AFRC.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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Chapter 1

INSPECTOR GENERAL INSPECTION ACTIVITIES

1.1. Mission. The mission of HQ PACAF/IG is to provide COMPACAF an independent and accurate assessment of each unit's combat readiness and compliance with command directives.

1.2. Objectives. The purpose of the HQ PACAF/IG Inspection Activity is to assess the capability of active duty and PACAF-gained Air National Guard units to perform their missions and to provide feedback to the Command on the state of readiness and compliance of assigned units. The HQ PACAF/IG will harmonize inspection opportunities and style with current threat and OPTEMPO realities. All PACAF inspections listed below will use the Common Core Readiness Criteria (CCRC) outlined in AFI 90-201, Attachment 5, for readiness inspections and Common Core Compliance Areas (CCCA) outlined in AFI 90-201, Attachment 6, for compliance inspections. In addition, PACAF inspections will also focus on these additional areas of interest:

- 1.2.1. Validate unit's sustained readiness.
- 1.2.2. Evaluate the unit's mission performance, effectiveness, efficiency, functions, and guidance.
- 1.2.3. Validate Air Force core values-based leadership.
- 1.2.4. Validate effective and secure information systems.
- 1.2.5. Validate effective anti-terrorism measures and force/resource protection capability.
- 1.2.6. Validate established links to joint tasks.
- 1.2.7. Validate effective Noncombatant Evacuation Operation (NEO) processes and execution.
- 1.2.8. Validate systemic areas and issues (i.e., responsibilities shared by lateral or host agencies or higher headquarters).

1.3. Types of Inspections. The PACAF IG conducts four types of readiness inspections: Initial Response Readiness Inspection (IRRI), Combat Employment Readiness Inspection (CERI), Operational Readiness Inspection (ORI), and Alert Force Evaluation (AFE). The ORI is a combined IRRI/CERI, while the AFE is an assessment applicable only to the Hawaii Air National Guard air sovereignty mission. The IG also conducts one compliance assessment, the Unit Compliance Inspection (UCI), on all applicable units.

1.4. Observations. The IG also conducts non-rated observations at the request of the wing commander. Observation visits by a small IG team are tailored to observe a locally generated Initial Response Readiness Exercises (IRRE), Combat Employment Readiness Exercises (CERE) or UCI and provide feedback on the quality of exercise design or compliance. An observation could also coincide with an actual deployment. Observations serve a dual purpose: to provide wing commanders an independent assessment of their exercise processes, and to provide COMPACAF another data point on sustained readiness and training programs. Feedback is provided directly to the wing commander and COMPACAF. There is no written report.

1.5. Staff Assistance Visits (SAV). SAVs by HQ PACAF or NAF staff should be completed at least 120 days prior to the start of a CERI, UCI, or ORI and coordinated with HQ PACAF. Each SAV report is subject to IG review.

1.6. Scheduling Policy. The HQ PACAF/IG goal is to limit each unit to one major inspection per year or 15 month Aerospace Expeditionary Force (AEF) cycle. Scheduling procedures outlined in **Chapter 5** are designed to provide unit commanders with a high degree of scheduling flexibility, while ensuring inspections are scheduled and accomplished at correct intervals. During contingencies and AEF obligations, HQ PACAF/IG is prepared to accept less than full wing participation in an inspection. In those situations, PACAF/IG and the inspected wing commander will mutually agree on an acceptable level of participation.

1.6.1. Inspection Frequency and Applicability. The inspection intervals below signify the desired time between inspections. Intervals may vary to accommodate IG and unit scheduling requirements. HQ PACAF/IG will not normally inspect ANG units from 6 months prior to a unit conversion through 12 months after the unit reaches C-3 or better, in accordance with NGB guidance. ANG units may receive a UCI observation during this period, IAW NGB procedures for a "Tailored UCI." The observation will not be graded; however, findings, as noted, will be answerable.

1.6.1.1. CERI. Non-Korean Active Duty Units - 3 years.

1.6.1.2. IRRI. All active duty units are susceptible to an IRRI at any time. The scheduling of a CERI does not automatically necessitate an IRRI, nor does an IRRI require a subsequent CERI.

1.6.1.3. ORI.

1.6.1.3.1. 7th Air Force, 8th Fighter Wing, 51st Fighter Wing - 2 years.

1.6.1.3.2. Air National Guard Units - 4 years, desired, 5 years maximum.

1.6.1.3.3. 374th Airlift Wing - 3 years.

1.6.1.4. AFE. Hawaiian Regional Operational Control Center (HIROCC) and Hawaiian Air National Guard Air Defense Detachment are subject to an AFE at any time.

1.6.1.5. UCI.

1.6.1.5.1. Active Duty Non Korean Wings - 3 years.

1.6.1.5.2. 8th Fighter Wing, 51st Fighter Wing, and 7th Air Force - 2 years.

1.6.1.5.3. PACAF-gained Air National Guard - 4 years desired, 5 years maximum.

1.6.1.5.3.1. HQ PACAF will submit Compliance Inspection criteria to NGB/IG for coordination to ensure applicability to ANG unit.

1.6.1.5.3.2. Compliance Inspections will inspect using ANG criteria where ANG criteria are published and listed in the ANG Index 2.

1.6.2. AEF Rotation Cycle Inspection Policy. The 15-month AEF cycle will be the primary scheduling factor for AEF assigned units and the following inspection windows take precedence over the calendar year guidelines above. HQ PACAF/IG may conduct an inspection of PACAF assigned AEF participating units during the following periods:

1.6.2.1. Ten-month training period.

1.6.2.2. Two-month preparation stage immediately prior to an AEF rotation. The wing commander may excuse squadrons or individuals if inspection participation would disrupt essential AEF preparation activities.

1.6.2.3. Observe, on a noninterference basis, real-world AEF activities during the 90-day rotational period.

1.6.2.4. Observe a 30 day no-play reconstitution period after return from an AEF rotation.

1.7. Ratings. HQ PACAF/IG will subjectively evaluate all major areas and sub areas and will determine ratings based on mission performance, readiness and compliance, as applicable.

1.7.1. The IG will use the AFI 90-201 five-tier rating system for all readiness and compliance inspections:

1.7.1.1. OUTSTANDING.

1.7.1.2. EXCELLENT.

1.7.1.3. SATISFACTORY.

1.7.1.4. MARGINAL.

1.7.1.5. UNSATISFACTORY.

1.7.2. The IG will use the following three-tiered grading system during UCIs when rating all Special Interest Items, and for Air Force Common Core Compliance Areas (CCCs), when CCCs are rated separately or not incorporated into PACAF Mission Performance Checklist (MPCs):

1.7.2.1. In Compliance.

1.7.2.2. In Compliance with comment.

1.7.2.3. Not in Compliance.

1.7.3. The IG may use unit metrics, sampling, and other management tools to evaluate sustained performance.

1.7.4. HQ PACAF/IG will reinspect units or graded areas rated UNSATISFACTORY no earlier than 90 days, but not later than 1 year, following the initial inspection. At PACAF/CC direction, units or graded areas rated MARGINAL may also be subject to re-inspection.

1.8. Letters of Instruction (LOI). Specific instructions from HQ PACAF/IGI will be provided in LOIs. LOIs will be given to the unit commander prior to the inspection or upon IG team arrival.

1.9. Inspection Augmentation. HQ PACAF/IG uses functional area experts from MAJCOMs, NAFs, and wings to augment the HQ PACAF/IG permanent party staff to carry out command inspections.

1.10. Inspection Outstanding Individual Performers. During IRRIs, CERIs, and ORIs, IG inspectors will recognize those individuals that exhibit exceptional performance of assigned duties. The number of Outstanding Performers is normally limited to a maximum of 1.5 percent of the inspected unit's population. Maximum rank for Outstanding Performers is limited to CGOs, NCOs, and Airmen.

1.11. Outstanding Teams. During IRRIs, CERIs, and ORIs, IG inspectors will recognize those teams that exhibit extraordinary performance of assigned duties. The number of Outstanding Teams is normally limited to 10.

1.12. Special Recognition. During UCIs, IRRIs, CERIs, and ORIs, IG inspectors may further recognize a select few individuals whose support to the IG or whose performance during the inspection was well above and beyond normal duty expectations. Those individuals will be presented a “Special Recognition” coin by PACAF/IG.

1.13. “Best Seen To Date” Declarations. On a restricted basis (once every 18 months), each permanent party IG inspector will be allowed to declare an observed, outstanding program or process as “Best Seen To Date.” That declaration will be reflected in applicable unit inspection reports.

Chapter 2

READINESS INSPECTIONS (IRRI, CERL, ORI, AND AFE)

2.1. Readiness Inspection Objectives. HQ PACAF/IG will provide an independent assessment and a subjective rating on a unit's ability to transition to a wartime posture and sustain combat operations in support of OPLAN/CONPLAN/Small Scale Contingency tasking. All readiness inspections will focus on the unit's ability to accomplish the mission in accordance with the Designed Operational Capability (DOC) statement and Mission Essential Task Lists (METLs) tasking. In addition to AF CCRCs, the following objectives will be evaluated:

- 2.1.1. Air Force and PACAF standards for mobilizing, deploying, and employing personnel and assets in support of wartime or contingency operations.
- 2.1.2. Unit's ability to protect personnel, resources and information.
- 2.1.3. Unit's sustained combat capability.
- 2.1.4. Unit's ability to defend, survive, and recover from a nuclear, biological, chemical, cyber, or conventional attack.

2.2. Ratings. The IG will use the five-tier rating system for all readiness inspections to subjectively assess major mission areas and sub areas. The sub area ratings roll up for an overall major mission area grade and the mission area grades roll up to an overall wing or unit grade. The major mission areas and sub areas for each type of readiness inspection are listed below.

2.3. IRRI. IRRIs are readiness inspections of a unit's weapon systems generation, mobility, noncombatant evacuation, and applicable reception and bed down phases of their major theater war plan, contingency, or actions in response to a major operation other than war. IRRI planning and scenario development are based on the unit's Designed Operational Capability (DOC) Statement. Active duty units are subject to an IRRI at any time. Major IRRI mission areas are:

2.3.1. Command and Control. The measure of the unit's ability to effectively respond, resolve, coordinate, and carry out all actions to accomplish the transition from normal to contingency operations.

2.3.2. Employment Readiness. Employment Readiness includes all actions taken to generate, deploy, and regenerate the unit to conduct wartime/peacetime contingency operations. Rated sub areas may include:

- 2.3.2.1. Generation.
- 2.3.2.2. Deployment.
- 2.3.2.3. Regeneration.
- 2.3.2.4. Operations. Areas evaluated may include, but are not limited to, Mission Planning Cell, Intelligence, Weather, and Life Support.
- 2.3.2.5. Tactical Deception.

2.3.3. Mission Support Readiness. Mission Support Readiness comprises all mobility and reception/bed down support actions necessary to ensure employment readiness is successfully executed. Rated sub areas may include:

- 2.3.3.1. Mobility.
- 2.3.3.2. Reception and Bed down.
- 2.3.3.3. Noncombatant Evacuation Operation (NEO).

2.3.4. Ability to Survive and Operate (ATSO) Readiness. ATSO Readiness includes all personnel, resource, medical, and facility protection, sustainment, and restoration actions taken to prepare for and respond during contingency operations. Rated sub areas may include:

- 2.3.4.1. Force Protection. Areas evaluated may include Force Protection Condition (FPCON) implementation and response, FPCON Working Group process, and asset dispersal and protection.
- 2.3.4.2. Information Protection. Areas evaluated may include Information Conditions (INFO-CONs) implementation, computer network defense, and measures taken to protect and sustain information flow.
- 2.3.4.3. Attack/Incident Response. Areas evaluated may include non-medical emergency services, facility/installation sustainment and restoration actions, and sundry responses during contingency operations.
- 2.3.4.4. Medical Response. Areas evaluated will include casualty care and self-aid and buddy care (SABC).

2.4. CERI. The CERI is an evaluation of the unit's ability to sustain all elements of its primary wartime missions in a realistic combat scenario. CERI planning and scenario development are based on the unit's Designed Operational Capability (DOC) Statement. CERIs are always noticed inspections and they are not necessarily linked to a previous IRRI. The major mission areas are:

2.4.1. Command and Control. The measure of the unit's ability to effectively direct, respond, resolve, coordinate, and execute all actions to accomplish the assigned tasking in a wartime scenario.

2.4.2. Operations.

2.4.2.1. Employment. The Employment portion of an ORI is an evaluation of the unit's ability to employ forces and weapons systems to perform tasked missions during contingency operations. The following sub areas contribute to the Employment rating and, on a case-by-case basis, may be individually rated, especially when a sub-area is performed by a specific squadron:

- 2.4.2.1.1. Interdiction/Offensive Counter Air (INT/OCA).
- 2.4.2.1.2. Airborne Interdiction/Alert Interdiction (AI/XINT).
- 2.4.2.1.3. Close Air Support/Counter Fire (CAS/XATK).
- 2.4.2.1.4. Suppression of Enemy Air Defenses (SEAD).
- 2.4.2.1.5. Defensive Counter Air (DCA).
- 2.4.2.1.6. Tactical Airlift (TAL).
- 2.4.2.1.7. Air Refueling (AR).

2.4.2.1.8. Air Battle Management (ABM).

2.4.2.1.9. Combat Search and Rescue (CSAR).

2.4.2.1.10. Air Strike Control (ASC).

2.4.2.2. Sortie Generation.

2.4.2.3. Operations Support. Areas evaluated may include, but are not limited to, Mission Planning Cell, Intelligence, Weather, and Life Support.

2.4.3. Mission Support. The Mission Support portion of a CERI is an evaluation of the unit's essential support functions that affect the unit's ability to conduct contingency operations. Rated sub areas may include:

2.4.3.1. Logistics. Areas evaluated may include, but are not limited to, Supply, POL, Transportation, Munitions, Logistics Plans, and Maintenance.

2.4.3.2. Support. Areas evaluated may include, but are not limited to, Communications and Information, Services, Civil Engineers, and Combat Support Services.

2.4.3.3. Reception and Bed down.

2.4.4. ATSO. The ATSO portion of a CERI is an evaluation of the unit's ability to protect, sustain, or restore mission capability during contingency operations. Rated sub areas may include:

2.4.4.1. Base Defense. Areas evaluated may include active defense, force protection, resource protection, asset dispersal and protection, personnel response and protection, and contamination avoidance.

2.4.4.2. Recovery Operations. Areas evaluated may include damage assessment, rapid runway repair, expedient construction, crash, fire, and rescue, nuclear, biological and chemical defense, and explosive ordnance disposal operations.

2.4.4.3. Information Warfare. Areas evaluated may include Information Conditions (INFOCONs) implementation, computer network defense, and measures taken to protect and sustain information flow.

2.4.4.4. Casualty Care.

2.5. ORI. The ORI combines the IRRI and CERI and elements of all four major rated areas may occur at the same time. 7th AF units, the 374th Airlift Wing and Air National Guard units will normally receive an ORI. ORIs are noticed inspections. The following are possible major and sub graded areas for this combined inspection.

2.5.1. Command and Control. The measure of the unit's ability to effectively direct, respond, resolve, coordinate, and execute all actions to accomplish the assigned tasking during the transition from normal to sustained contingency/wartime operations.

2.5.2. Operations.

2.5.2.1. Employment. The Employment portion of an ORI is an evaluation of the unit's ability to employ forces and perform tasked missions during contingency operations. The following sub areas contribute to the Employment rating and, on a case-by-case basis, may be individually rated, especially when a sub area is performed by a specific squadron:

- 2.5.2.1.1. Interdiction/Offensive Counter Air (INT/OCA).
- 2.5.2.1.2. Airborne Interdiction/Alert Interdiction (AI/XINT).
- 2.5.2.1.3. Close Air Support/Counter Fire (CAS/XATK).
- 2.5.2.1.4. Suppression of Enemy Air Defenses (SEAD).
- 2.5.2.1.5. Defensive Counter Air (DCA).
- 2.5.2.1.6. Tactical Airlift (TAL).
- 2.5.2.1.7. Air Refueling (AR).
- 2.5.2.1.8. Air Battle Management (ABM).
- 2.5.2.1.9. Combat Search and Rescue (CSAR).
- 2.5.2.1.10. Air Strike Control (ASC).

2.5.2.2. Aircraft Generation.

2.5.2.3. Sortie Generation.

2.5.2.4. Operations Support. Areas evaluated may include Mission Planning Cell, Intelligence, Weather, and Life Support.

2.5.3. Mission Support. The Mission Support portion of an ORI is an evaluation of the unit's essential support functions that affect the unit's ability to conduct contingency operations. Rated sub areas may include:

2.5.3.1. Deployment.

2.5.3.2. Reception and Bed down

2.5.3.3. NEO.

2.5.3.4. Logistics. Areas evaluated may include, but are not limited to, Supply, POL, Transportation, Munitions, Logistics Plans, and Maintenance.

2.5.3.5. Support. Areas evaluated may include, but are not limited to, Communications and Information, Services, Civil Engineers, and Combat Support Services.

2.5.4. ATSO. The ATSO portion of an ORI is an evaluation of the unit's ability to protect, sustain, and restore mission capability during contingency operations. Rated sub areas may include:

2.5.4.1. Base Defense. Areas evaluated may include active defense, force protection, resource protection, asset dispersal and protection, personnel response and protection, and contamination avoidance.

2.5.4.2. Recovery Operations. Areas evaluated may include damage assessment, rapid runway repair; expedient construction, crash, fire, and rescue, nuclear, biological, and chemical defense; and explosive ordnance disposal operations.

2.5.4.3. Information Warfare. Areas evaluated may include Information Conditions (INFOCONs) implementation, computer network defense, and measures taken to protect and sustain information flow.

2.5.4.4. Casualty Care.

2.6. AFE Objective. HQ PACAF/IG will conduct an AFE of 154th Wing assets tasked to conduct air sovereignty alert. The Hawaii air defense system consists of the air control facility and the alert force. The AFE is a no-notice, live-fly evaluation of the air defense system's ability to conduct its daily peacetime air sovereignty mission under realistic conditions. Enhanced scenarios with warning and intelligence buildup may be used. Major rated areas are described below:

2.6.1. Employment Readiness. Employment Readiness consists of initial response, command and control, and execution activities of both the alert force and the Region Air Operations Center (RAOC).

2.6.2. Mission Support Readiness. Mission Support Readiness consists of essential support functions that sustain system performance. Aircraft maintenance and RAOC operability are key elements of mission support readiness.

2.6.3. Timing. AFEs are no-notice inspections; however, Air National Guard home base alert site evaluations will normally be conducted during technician duty hours, unit training assemblies, or encampment periods.

2.6.4. Notification. The PACAF IG notifies the RAOC and the alert force unit control center or command post of an impending AFE via hand-delivered letter. This letter will include team EAL and any LOIs or Special Instructions (SPINS) that provide further guidance on conduct of the evaluation.

2.7. Inspection Scenarios. Readiness inspection scenarios are based on realistic response to war plan scenarios. Units based in Korea face an immediate threat and fight from home station; therefore, inspection scenarios for Korea based units will progress from armistice operations to war with minimum pause between generation and hostilities. Units based outside of Korea will receive two inspection scenarios testing their capability to mobilize and deploy to a conflict and engage in sustained operations. The IG team will develop scenarios to evaluate the unit's capability to perform assigned wartime/peacetime tasking as determined by applicable Operations Plans (OPLANS), Concept Plans (CONPLANS), Designed Operational Capability (DOC) statements, and Mission Essential Task Lists (METLs). Scenarios for IRRIs will range from large contingency to small contingency, depending on the tasked OPlan/ConPlan and the extent of unit involvement. Scenarios for CERIs will typically be large contingencies.

2.7.1. Intelligence. Intelligence reports will be used to move the inspection through the programmed scenario. Scenario messages and inputs received by unit intelligence will be annotated with time of receipt. The IG will advise the unit if IRRI intelligence traffic should be retained for a subsequent CERI. Requests for information can be sent to HQ PACAF/IGO prior to the arrival of the inspection team, and after the inspection begins, through the standard intelligence channels as described in BEVERLY BEARCAT LOIs.

2.7.2. Warning/Alert/Execution/Integrated Tasking/Air Tasking Orders and Emergency Action Messages. Normally, the IG will electronically transmit applicable BEVERLY BEARCAT warning, alert and execution orders to the unit. Transmission of the first integrated tasking orders/air tasking orders (ITO/ATO) will normally occur no later than 24 hours prior to Start of Exercise (STARTEX). The IG will publish special instructions (SPINS) prior to the CERI/ORI and will use BEVERLY BEARCAT ITOs/ATOs to direct flying activities. Units can expect to receive the first ITO with SPINS and Airspace Control Order (ACO) no later than 24 hours prior to the inspection start time. The unit should react to the scenario as it would to a real world situation. Some events will be initiated by card input and some events will be conducted separately as task evaluations.

2.7.3. Inspection Duration. IRRI length is determined by the unit's aircraft generation and mobility deployment timelines. CERI length is determined by flying day window and vulnerability period for ATSO activities. Normally both inspections will run 2 to 4 days. ORI length considers all of these factors and will normally run 3 to 5 days. The IG Team Chief determines the length for each inspection and may also declare recesses due to weather or other uncontrollable factors.

2.7.4. Notification/Initiation/Termination. Notification of CERI/ORIs may take place 6 months prior to the STARTEX. Announcements for Air National Guard ORI tasking normally occur 1 year in advance. Organizations scheduled for a CERI will receive a notification message followed by a series of BEVERLY BEARCAT messages (120, 60, 30 and 7-day messages). The IRRI will be initiated by transmitted or hand delivered message from HQ PACAF/IG; notification will be limited for large contingency IRRIs and no-notice for small contingency IRRIs. Time will be allotted for planning after initiation of a small contingency IRRI. Each inspection will terminate with a letter from the IG Team Chief to the unit commander.

2.8. Exercise Higher Headquarters. The inspection team functions as higher headquarters (HHQ) called Bearcat Control for all ORI events unless HHQ are participating and/or being inspected. If HHQ are participating, any reports or requests will be sent to them with a copy to the IG Team Chief or designated representative. Other activities outside the unit will be presented to the IG Team Chief or designated representative in lieu of actually transmitting messages. The IG Team Chief may direct the actual transmission of specific messages. The inspection team will respond to inquiries in a format and time frame commensurate with the scenario.

2.9. Simulations. Units should make every attempt to react during the inspections as they would during a real world situation. Simulations will be minimized and will be reserved for those actions which are too costly (resource expenditure, potential risk, etc.) to perform in an exercise situation. Only IG-approved simulations will be used.

2.9.1. Simulation Requests. Simulation requests may be submitted at any time; however, those submitted immediately prior to an inspection may not be processed prior to the start of the inspection. IG approved simulations are valid for 12 months. Approved simulations will be assigned an expiration date and may include modifying instructions. Previously approved simulations should be submitted for renewal at least 60 days prior to expiration. Simulation requests should be submitted electronically via either a mailed 3.5" diskette or e-mail to HQ PACAF/IGIE. Format for simulation requests is at [Attachment 2](#).

2.9.2. Standard Simulations. HQ PACAF/IG will publish and periodically update a set of Standard Simulations. These are available on the HQ PACAF/IG Web Page (<https://www.hqpacaf.af.mil/ig/>).

2.10. No-Play Areas. The unit commander will recommend exercise no-play areas and procedures prior to STARTEX. The IG Team Chief will approve all exercise no-play areas and procedures.

2.11. Safety. Unit commanders and functional managers are responsible for ensuring flight, ground, and weapons safety directives are followed. If it becomes necessary to deviate from the scenario for safety, the IG Team Chief will immediately be informed of the reasons for the deviation. The unit commander is the final authority for conducting operations and is responsible for the safety and preservation of personnel, equipment, and resources.

Chapter 3

UCI

3.1. UCI Objective. The purpose of a UCI is to assess fundamental compliance and unit mission performance activities that are required by law and governing directives, to include US federal and host-nation laws, regulatory policies, Department of Defense, Air Force, and PACAF directives and instructions, and execution of COMPACAF policies. The IG will assess unit compliance in these areas through the use of several published checklists. In addition to compliance areas, the UCI will also assess a Major Accident Response Exercise (MARE), Security Forces Exercises, and applicable Air Force, PACAF, and Air National Guard Special Interest Items. In addition, the IG and PACAF DOTV will schedule the Aircrew Standardization Evaluation (ASEV) concurrently with a UCI to reduce the inspection footprint for a unit. Primary inspection tools for a UCI are as follows:

- 3.1.1. Common Core Compliance Areas (CCCA) listed AFI 90-201, Attachment 6.
- 3.1.2. PACAF Mission Performance Checklist items listed in PACAF Directories (90-2XX series).
- 3.1.3. Air National Guard Compliance and Standardization Requirements List (C and SRL).
- 3.1.4. Air Force and PACAF Special Interest Items.
- 3.1.5. Major Accident Response Exercises (MARE) and Security Force Exercises.

3.2. Ratings. The IG will use the five-tier system to subjectively rate compliance for individual units. The squadron is normally the lowest organization that will receive a rating. On a case-by-case basis, flights/workcenters may be rated and rolled up into an overall squadron rating. Squadron ratings are rolled up to the group level. Wing Staff, Group, CCCAs, SII, and MARE ratings are then rolled up to determine an overall wing grade. The IG will use the three-tiered rating system, as outlined in paragraph 1.7.2., for all SIIs and CCCAs that are not incorporated into PACAF MPCs..

3.3. Major Rated Areas.

3.3.1. Mission Performance Checklists. Appropriate HQ PACAF directorates will publish Mission Performance Checklists (MPCs) applicable to functional areas under their direct management. As a minimum, these checklists will address those areas identified in the CCCAs identified in AFI 90-201, Attachments 6. MPCs expand the CCCA and contain other functions essential to mission accomplishment at all levels of a unit. A pound sign (#) identifies items critical to the proper operation of the functional areas. MPCs will be used by HQ PACAF/IG to inspect the mission performance of units during UCIs. MPCs may be used in whole or in part by HHQs during visits, inspections, or exercises. *The items listed do not constitute the order nor limit the scope of the inspection.*

- 3.3.1.1. MPCs will be published as HQ PACAF Directories and will be reviewed and updated as required by publication management directories. PACAF IGI will conduct an annual review of the MPCs with the PACAF staff OPRs to ensure all checklists are accurate and up-to-date.
- 3.3.1.2. MPCs will be coordinated with NGB/IG to ensure applicability. HQ PACAF/IG will use ANG inspection criteria when published and listed in the ANG Index 2.
- 3.3.1.3. MPCs will have all inspectable items listed under an applicable Wing Mission Essential Task (MET), which serve as MPC category headings. Reference PACAFDIR90-217, Manpower

and Organization Mission Performance Assessment, **Attachment 1**, Manpower and Organization Mission Performance Checklist.

3.3.2. Major Accident Response Evaluation (MARE). The MARE is both an evaluation of the unit's ability to respond to an accident and an evaluation of the unit's Exercise Evaluation Team's (EET) ability to conduct a test of the unit. During the MARE, the IG will inspect the unit EET's ability to plan, execute and report on a MARE as well as evaluate overall wing performance.

3.3.2.1. MARE Timelines and Requirements. All inspected units should plan to execute a MARE. The following timelines highlight MARE milestones: 120 days out – The IG will decide if a MARE is required and request past MARE reports; 45 days out – The IG will forward the MARE objectives letter (see sample at **Attachment 3**); 30 days out – The Unit will provide EET meeting schedule, refined MARE objectives, a master events listing, and digital photos of the MARE location. The MARE should be planned so that the EET/CVI will complete all required work and deliver a final report to the IG NLT noon on the final day of formal inspection.

3.3.3. Security Forces Exercise. Security Forces Exercises are conducted to test the unit's response to physical security penetrations, terrorism scenarios, and anti-robbery scenarios. Inspectors appraise both the exercise and unit evaluation section's ability to assess these exercises.

3.3.4. Special Interest Items. All active AF, PACAF and ANG SIIs that are applicable to the inspected unit will be assessed during a UCI using the three-tiered rating system, as outlined in paragraph **1.7.2**. Applicable SIIs will be identified to the unit in the 60-day inspection message.

3.3.4.1. Air Force SII. When published by SAF/IG or HQ AFIA, HQ PACAF/IGIE will review all Air Force SIIs for their applicability to PACAF units. If applicable, HQ PACAF/IGIE will distribute SII information and checklists via the HQ PACAF/IG Web Page (<https://www.hqpacaf.af.mil/ig/>). During all UCIs, HQ PACAF/IG will conduct inspections of all current and applicable Air Force SIIs and will serve as the command focal point for Air Force SII reporting. In addition, when directed by specific SII guidance, HQ PACAF/IG will inspect applicable Air Force SIIs during IRRIs, CERIs, and ORIs.

3.3.4.2. Pacific Air Forces SII. HQ PACAF/IGIE will serve as the focal point for all PACAF SIIs. During UCIs, HQ PACAF/IG will conduct inspections of all applicable PACAF SIIs. In addition, when directed by specific SII guidance or at the discretion of the inspection team chief, HQ PACAF/IG will inspect applicable PACAF SIIs during IRRIs, CERIs, and ORIs. HQ PACAF/IG will provide all PACAF SIIs to NGB/IGI (Air) for coordination. After coordination by NGB/IGI (AIR), PACAF SIIs will pertain to ANG units.

3.3.4.3. Air National Guard (ANG) SII. HQ PACAF/IG will inspect all applicable ANG SIIs during UCIs of PACAF-gained ANG units. In addition, when directed by specific SII guidance, HQ PACAF/IG will inspect applicable ANG SIIs during IRRIs, CERIs, and ORIs.

3.4. Originating an SII. Any PACAF unit/agency may originate a SII by providing HQ PACAF/IGIE with a proposed checklist, coordination of the SII with all applicable HQ PACAF directorates and the National Guard Bureau, if applicable, and the following general information:

3.4.1. Background (Reason for the SII).

3.4.2. Objective (What's the purpose of the SII).

3.4.3. Applicability (Active duty units, Air National Guard units, or both).

3.4.4. Inspection Period (From/To dates that SII is applicable).

3.4.5. Reporting (Rated or Non-rated).

3.4.6. Office of Primary Responsibility (OPR) (Name, Organization/Office Symbol, Telephone Number).

3.5. SII Approval Procedures. When a proposed SII is received, HQ PACAF/IGIE will forward to HQ PACAF/CV for approval. If approved, HQ PACAF/IGIE will post it on the HQ PACAF/IG Web Page (<https://www.hgpacaf.af.mil/ig/>).

3.6. SIIs Applicable to ANG Units. Formal written coordination will be obtained from HQ NGB IG for applicability to ANG units.

3.7. Related Inspections.

3.7.1. Environmental Safety and Occupational Health Compliance Assessment Management Program (ESOHCAMP). Environmental compliance activities are primarily evaluated during ESOHCAMP inspections. However, applicable Environmental Compliance Inspection items and environmental related items identified by the MPCs will be evaluated during UCIs. Ground safety items will be inspected during UCIs. This applies to ANG units that are collocated on PACAF installations.

3.7.2. Health Services Inspection (HSI). Medical functions will be evaluated during scheduled health services inspections and accreditation visits. Medical Group functions that are common to the wing will be evaluated during the UCI. For example, MARE participation, applicable CII and SII questions, commander support staff function, and weight management program are vulnerable during UCIs.

3.7.3. Aircrew Standardization/Evaluation Visits (ASEVs) will normally precede a scheduled UCI by one to two weeks.

Chapter 4

INSPECTION SUPPORT ACTIVITIES

4.1. Inspection Response Instructions

4.1.1. Findings. A finding is used to identify a core problem that has a negative effect on mission impact and requires follow-up correspondence. The core problem is identified in the main bullet and, if required, additional sub-bullets are used to relate symptoms of the core problem. Replies to findings should address the core problem, not the symptoms described in the sub-bullets. Each finding will be linked to an applicable Wing Mission Essential Task (MET).

4.1.2. Tracking Open Findings. All status concerning findings identified during any type of PACAF inspection will be tracked via the HQ PACAF/IG web site at <https://www.hqpacaf.af.mil/ig/>. As unit finding replies are received, HQ PACAF/IGIE will update the information on the IG web site, identifying current action agency and the suspense. The status of any given finding can be determined at any time by reviewing the IG web site. In addition, a history of all correspondence regarding individual findings is available on the IG web site.

4.1.3. Replies to Findings. Replies to findings should have enough detail so the IG and PACAF staff can decide whether to close the finding or keep it open. Include a recommended status (open or closed) for each finding. If your corrective action is not complete, describe what you are doing now and include an estimated completion date (ECD). If the finding is beyond the OPR's ability to solve, describe the action taken to get help. The OPR is responsible for coordinating with the OCR.

4.1.3.1. Responses should be submitted electronically via either a mailed 3.5" diskette or e-mail to HQ PACAF/IGIE. All findings should be reviewed by the Numbered Air Force (NAF), if applicable.

4.1.3.2. The HQ PACAF/IGI will review the unit's response to findings and determine if individual findings can be closed or should remain open. In most cases, HQ PACAF/IGI will request comment from the appropriate HQ PACAF staff agency. HQ PACAF/IGIE will establish a suspense for follow-up status reporting on all findings that remain open.

4.2. Inspector General Team Augmentation Procedures.

4.2.1. Request for Augmentation. Most augmentee requests are made by name. An email message addressed to the individual's commander or HQ PACAF director, as applicable, will contain the period of inspection, travel and reporting procedures, and orders preparation instructions. Hawaii-based augmentees with no TDY conflicts prior to or after an inspection will travel with the IG team. Other augmentees who are not able to travel with the IG team will make their own travel arrangements and provide their travel itinerary to HQ PACAF/IGIE. All augmentation support that cannot be filled on a by-name basis will be requested through the appropriate HQ PACAF staff agency.

4.2.2. Augmentee Temporary Duty (TDY) Orders:

4.2.2.1. TDY orders for augmentees will be prepared by the individual's unit or directorate. All information required to prepare travel orders will be included in the augmentation request message or letter. Augmentees will provide the Team Executive (HQ PACAF/IGIE) with one copy of their TDY orders.

4.2.2.2. Augmentees will provide the IG Resource Advisor (HQ PACAF/IGIX) with a copy of their travel itinerary that shows the cost of travel before departing the inspection location.

4.2.2.3. Augmentees will provide the IG Resource Advisor (HQ PACAF/IGIX) with a copy of the paid travel voucher as soon as possible after TDY or as instructed.

4.3. Red Air Support. HQ PACAF/IG and HQ PACAF/DO will coordinate, as necessary, adversary air support for each CERI.

4.4. Exercise Munitions. All personnel permanently assigned to the IG Team, to include augmentees for CERIs, will be required to complete annual training on ground burst simulator and smoke grenade handling and expenditure.

Chapter 5

SCHEDULING AND REPORTING PROCEDURES

5.1. Inspection Scheduling Procedures. HQ PACAF/IG and PACAF wings share scheduling responsibility for CERIs and UCIs. Procedures below afford wing commanders the opportunity to schedule inspections on a least interference basis with the wing's AEF or OPSTEMPO.

5.1.1. HQ PACAF/IGI will use the following procedures to schedule CERI/ORIs and UCIs.

5.1.1.1. Every 6 months, HQ PACAF/IGI will publish an inspection line-up for the next 2 years. Units with inspections due but not yet scheduled, must provide their preference for inspection dates within 30 days of the message. The desired inspection window is plus or minus 3 months of the due date.

5.1.1.2. HQ PACAF/IGI will compile unit proposals, satisfy as many as possible and, when necessary, negotiate dates to resolve scheduling conflicts.

5.1.1.3. HQ PACAF/IGI will coordinate the inspection schedule with HQ PACAF/DO to deconflict inspections, training, and contingency/AEF activities.

5.2. HQ PACAF Gatekeeper. The Gatekeeper is the single point of contact to monitor, control, and deconflict all inspection activity for PACAF units. The Gatekeeper has authority to deconflict, combine, schedule, or, with HQ PACAF/CV concurrence, cancel evaluations. All inspection scheduling requests and notifications from outside agencies should be submitted to the Gatekeeper by message or electronic mail no later than 6 months prior to the projected evaluation date. Evaluations that are not cleared by the Gatekeeper will be considered uncoordinated visits. Make requests by email message to <mailto:igigk@hickam.af.mil>. When requesting a visit, please provide the following information in your message:

5.2.1. Unit/Activity Evaluated

5.2.2. Evaluation Type

5.2.3. Organization Requesting Visit

5.2.4. Inclusive Dates

5.2.5. Number of Inspectors

5.2.6. Number of Days On Base

5.2.7. Did Unit CC Request Activity, Yes or No?

5.3. Accomplished Evaluation Activity During the Past Month. Activity reports shall contain accomplished and forecasted IRREs, CEREs, MAREs, unit unique exercises, and unclassified deployments. PACAF Unit Gatekeepers and HQ PACAF Staff Directorate Gatekeeper POCs shall submit the following information to <mailto:igigk@hickam.af.mil> no later than the fifth working day of each month:

5.3.1. Unit/Activity Evaluated

5.3.2. Evaluation Type

5.3.3. Evaluation Results

5.3.4. HHQ/Outside Agency Conducting Evaluation

5.3.5. Inclusive Dates; Number of Inspectors

5.3.6. Number of Days On Base

5.3.7. Activity at Unit by CC Request. Yes or No?

5.3.8. Number of Man-Days

5.3.9. Was the Evaluation Coordinated and Verified Through PACAF/IG Gatekeeper?

5.4. Projected Evaluation Activity for The Next 6 Months. PACAF Unit Gatekeepers and HQ PACAF Staff Directorate Gatekeeper POCs shall submit the following forecasted evaluations/assessments for the next 6 months to <mailto:igigk@hickam.af.mil> no later than the fifth working day of each month:

5.4.1. Unit(s) to be Evaluated

5.4.2. Evaluation Type

5.4.3. Agency Conducting Evaluation

5.4.4. Inclusive Dates

5.4.5. Number of Anticipated Inspectors/Visitors

5.4.6. Number of Days on Base

5.4.7. Activity at Unit by CC Request

5.4.8. Number of Man-Days

5.4.9. Was the Evaluation Coordinated and Verified through HQ PACAF/IG Gatekeeper, HQ PACAF Staff Directorate POC, and Unit Gatekeeper?

5.5. Unit Exercise Reports. HQ PACAF/IG requires electronic copies of all reports of IRREs, CEREs, and MAREs. Units will forward copies of each report as it is published. Unclassified reports can be sent to <mailto:igigk@hickam.af.mil>. Send classified reports via Global Command and Control (GCCS) classified electronic [mail to: pacaf.igoc@hickam.af.mil](mailto:pacaf.igoc@hickam.af.mil)

5.6. HQ PACAF/IG Gatekeeper Web Page. The HQ PACAF/IG Gatekeeper Web page, [HTTPS://www.hqpacaf.af.mil/ig/gatekeeper.htm](https://www.hqpacaf.af.mil/ig/gatekeeper.htm) contains scheduling information to be used to deconflict visits and minimize impact to PACAF units.

5.7. ANG Inspection Activity. ANG units will submit Inspection Activity to NGB/IGI. NGB/IG is the designated Gatekeeper for ANG units with Gatekeeper responsibilities.

Chapter 6

UNIT SUPPORT REQUIREMENTS FOR INSPECTION

6.1. Inspection Support. HQ PACAF/IGIE, Team Executive, is the Inspector General focal point for all inspection support requirements.

6.1.1. Lodging. Lodging requirements are coordinated approximately 2 weeks prior to team arrival. A listing will be faxed or e-mailed to the unit IG identifying all team members. Because of the "no-notice" nature of IRRIs, lodging cannot be worked prior to team arrival. In this case, a list of team members will be provided to the unit commander upon arrival or in the LOIs transmitted to the unit. Lodging arrangements are expected to be completed within 2 hours of receipt of the list. UCIs and CERIs are scheduled far enough in advance to preclude billeting off base. If on-base billeting will be a limiting factor, contact Team Executive for guidance at the earliest opportunity. For advanced planning purposes, team size estimates are given for each type of inspection.

6.1.1.1. UCI: Approximately 90 team members (including Aircrew Standards/Evaluation (ASEV)); approximately 80 members without ASEV.

6.1.1.2. IRRI: Approximately 35 to 60 team members.

6.1.1.3. CERI: Approximately 70 to 100 team members.

6.1.2. Work Center Requirements. The inspected wing will establish an IG work center for each inspection. The facility identified should be dedicated to the IG for the duration of the inspection period as well as the post-inspection, report-processing period. Access to the immediate vicinity of the work center should be limited to IG personnel and the work center area must be securable. It's preferred the facility be well lighted and contain at least two separate rooms that will comfortably hold the IG team. A separate office for the IG Team Chief and IG is desirable. Adequate parking within close proximity to the work center is essential and should be reserved for exclusive IG use. In addition, reserved parking signs are required for the Inspector General, Inspection Team Chief, Chief of Operations Inspections, Chief of Logistics Inspections, Chief of Support Inspections, and the Team Executive. The IG work center will also include the following:

6.1.2.1. Computer Support. See [Attachment 1](#) for minimum computer requirements. Due to changes in technology and fluctuating team sizes, units should coordinate with the team executive prior to arrival to confirm upgraded requirements, additions, or deletions.

6.1.3. Vehicles. Vehicles will be required for team transportation to and from billets and to assigned work areas and dining facilities. The unit will ensure IG team members are briefed on local driving requirements and conditions as well as flight line considerations. For all inspections, the IG Team Executive will coordinate specific vehicle requirements prior to team arrival. IRRI vehicle requirements will be provided to the unit as part of the initial set of LOIs. For planning purposes, the following vehicle requirements may be used, team size and composition will dictate exact number required:

6.1.3.1. UCI: 6 Sedans, 35 General Purpose Vehicles.

6.1.3.2. IRRI: 6 Sedans, 30 General Purpose Vehicles.

6.1.3.3. CERI: 6 Sedans, 45 General Purpose Vehicles.

6.1.4. Administrative Requirements. Inspected wing will provide the IG workcenter with two Information Managers per shift, one will be at least a TSgt/MSgt. One must be Workgroup Manager certified. See [Attachment 1](#) for additional requirements.

6.1.5. Inspection Inbrief. An inspection inbrief will be given by the IG Team Chief for all CERIs and UCIs. A formal inbrief will not be held for IRRIs. The inspected unit commander will provide the IG Team Chief with an inbrief for all CERIs and UCIs. For CERIs and UCIs, IG team attendance will include the IG (if present), the Inspection Team Chief, each IG Division Chief, and team executive. Inspected unit attendance is at the discretion of the unit commander. For UCIs, squadron inbriefs are limited to a maximum of 10 minutes. The inspected unit inbrief topics for CERIs and UCIs will include:

- 6.1.5.1. Overview of unit mission.
- 6.1.5.2. Status of Resources and Training System (SORTS).
- 6.1.5.3. Limiting Factors (LIMFACs).
- 6.1.5.4. Play/No-Play Areas.
- 6.1.5.5. Local Inspection Considerations/Constraints.

6.1.6. Inspection Outbrief.

6.1.6.1. Formal IG Outbrief. A formal outbrief will be presented by the IG Team to the inspected unit for all inspections. This is normally conducted at the base theater. Although maximum attendance is encouraged, attendance is at the inspected unit commander's discretion and may be limited to only key personnel in some circumstances. The unit is permitted to film or record the outbrief, however, the content of the outbrief is "For Official Use Only." The outbrief presentation will not be broadcast via Commander's Access Channels nor replayed in a venue where attendance is not controlled. The outbrief video presentation developed by the IG Team will not be recorded. Vigilance must be exercised to prevent the transmission of the report to persons or agencies outside the Air Force. The tape or transmission of the outbrief must state "FOR OFFICIAL USE ONLY," with the statement: *"This is a privileged document that cannot be released in whole or part to persons or agencies outside the Air Force, nor can it be republished in whole or part in any publication not containing this statement, including Air Force magazines and general use pamphlets, without the express approval of the Secretary of the Air Force."*

6.1.6.2. Support Requirements. The inspected unit will provide visual-information support at the IG workcenter to download images for the outbrief presentation. Requirements are listed in [Attachment 1](#).

6.1.6.3. Audio-visual support at the outbrief location. Unit is required to set up outbrief location with equipment listed in [Attachment 1](#).

6.1.6.4. Protocol. The inspected unit protocol function will manage parking and seating of all distinguished visitors (including selected IG team members) as well as unit senior leaders.

6.1.7. Report Reproduction and Distribution. The IG Team Executive is responsible for production of the final report. The IG Team Executive will coordinate reproduction requirements with the unit. HQ PACAF/IG will post copies of each report on the HQ PACAF/IG Web Page (<https://www.hqpacaf.af.mil/ig/>).

6.1.8. Entry Authorization Listing (EAL). An EAL will be published for each inspection and will contain each IG team member's name, last 6 of their social security number, security clearance, and line badge number. A copy of the EAL will be distributed to the HQ PACAF Command Center and a copy faxed to the inspected unit's Command Post and the host wing IG office. During a no-notice IRR, a copy of the EAL will be transmitted to the host base just prior to arrival. The unit will authenticate this EAL with the HQ PACAF Command Center. Once authenticated, the EAL should be distributed unit-wide NLT start of the inspection, as this is the entry authority for all team members to all unit facilities.

6.1.9. Photography. IG team members are authorized to carry cameras and photograph those authorized areas under control of the unit being inspected. A paragraph in the EAL will authorize photography. A copy of this letter will be distributed unit-wide and to each IG team member to facilitate picture taking in authorized areas.

6.1.10. Transportation. The inspected unit will be required to provide ground transportation from either the nearest civilian airport or military airfield, including adequate transportation for team members' luggage. HQ PACAF/IGIE will coordinate team size and arrival information with the unit IG staff prior to team arrival.

6.1.11. Personnel Support. For IRRs only, each wing will be required to provide between 60 to 100 base personnel to simulate reception troops and noncombatant civilians. Additionally, the inspected wing will identify a wing IG representative to serve as a PACAF IG trusted agent to manage the base personnel into shifts and chinks. Finally, the inspected wing will provide a staging area, i.e. base theater, for the simulated reception troops for the duration of the inspection.

6.1.12. Bearcat Control. During IRRs, CERs, and ORs, the IG will require space set aside in the workcenter for a command and control function. Within this area should be a classified fax, STU III, unclassified phone, desk top computer and printer, safe, log books for incoming and outgoing message traffic and correspondence, and a LMR base station. Bearcat Control will be manned by IG inspectors 24 hours a day from STARTEX to ENDEX. If a Theater Battle Management Core System-Unit Level (TBMCS) or similar system is used by the inspected wing, a terminal should be located in the same area as Bearcat Control and manned by workcenter support personnel.

ANDREW S. DICHTER, Colonel, USAF
Inspector General

Attachment 1**GENERAL WORKCENTER REQUIREMENTS****A1.1. HQ PACAF/IG Work Center Requirements-UCI.****A1.1.1. Work Center Requirements Checklist.**

Six Pacific access DSN telephones. One will be in the team chief's office.

Four single line telephone outlets for remote e-mail, one in each division work area

Pacific access DSN STU-III located in private area

Unsecure fax machine

Computers For Inspectors and Team Executive:

- Six Pentium processor (at least 200mhz) computers with 15" monitors
- One in the Team Chief's Office, One in Team Executive's area
- Windows 98, Office 97 or better
- LAN/ Internet with organizational e-mail accounts for IG, IGI, IGO, IGL, and IGS
(Individual email accounts are not required or desired.)

Printers:

- Laser printer capability for each work station
- LAN printer is acceptable if in the immediate work area
- Duplex printer for Team Executive
- Access to color printer for Team Executive

Image Download In Workcenter

- One 400 MHz or faster MMX/Pentium processor
- 9.0GB or greater hard-drive free space
- 256MG RAM
- Sound card
- PCMCIA card
- Parallel, USB, Firewire (1394), Serial equipped
- CD-writer
- Broadband (Cable/DSL/LAN) Internet access
- Imaging editing software (Photoshop or equivalent)
- Two dedicated visual-information technicians to download and enhance digital images to create a high-impact video presentation

Porcelain message board with markers in each division work area. One in common area.

Four wire distribution racks with legal-sized folder labeled for each inspector (sorted by division). Located in common area.

Coffee pot and initial supplies. Pay as you go snack bar, if desired.

Copier (capable of collating, duplexing, sorting, and making multiple copies).

Safe and shredder to accommodate up to secret materials.

Portable radios and base station in IG work center on established IG Net with repeater.

10 LMRs for UCI MARE . Contact PACAF/IGSC for specific instructions.

Six beepers established on base paging system.

Portable projection screen.

A1.1.2. Outbrief Audio-Visual Support Requirements Checklist:

Outbrief Video Production

Video & Imaging editing hardware (i.e. Macintosh or AVID, to include appropriate software). This requirement may be met using the host base Visual Information facilities.

Outbrief Venue Requirements

PA system that provides sufficient quality and projection for voice and music.

Two lighted podiums equipped with cordless/wired microphones (with backup mikes and light source).

One cordless or lapel microphone connected to the PA system to be used by unit commander

Audiocassette deck, CD (if req'd), and VCR connected to PA system.

A sheet of sturdy plywood or a table placed on top of theater seats centered five rows back from the front to support:

- A computer and monitor (15") or laptop capable of PowerPoint presentation
- Data and Video LCD projector, 750 or greater ANSI lumens
- (Spare projector required)
- VCR
- PA system soundboard (may be located back stage)
- CD and tape player (if required)
- Small reading light

Duct tape, extension cords, and power strips for audio-visual equipment.

A1.1.3. Work Center Administrative Supplies Checklist:

2 boxes pens

- 10 key personnel rosters (local)
- 1 pair scissors
- 1 base map (1:400 scale)
- 1 box yellow hi-liters
- 1 two hole punch
- 1 box legal size file folders, 1 box pocket folders
- 1 roll brown paper tape
- 2 rulers
- 1 roll nylon strapping tape
- 10 steno pads
- 25 large/50 small brown envelopes
- 5 staple removers
- 1 set classification stamps
- 2 boxes paper clips
- 2 boxes "post-it" pads
- 1 copy of previous wing inspections with finding replies
- 10 staff directories (local)
- Colored card stock suitable for printing color report covers (50 sheets)
- Local and base phone book at each telephone
- Recycling bins as required

A1.2. HQ PACAF/IG Work Center Requirements-IRRI/CERI/ORI.

A1.2.1. Work Center Requirements Checklist.

- Six Pacific access DSN telephones. One will be in the team chief's office.
- Four single line telephone outlets for remote e-mail, one in each division work area
- Pacific access DSN STU-III located in private area
- Secure (secret) fax machine with Pacific-wide capability
- Unclassified fax machine
- 2x Analog lines for IG DMS laptop computers (if used)
- At least one printer for IG DMS laptops (if used)

Computers For Inspectors and Team Executive:

- Five Pentium processor (at least 200mhz) computers with 15" monitors
- Windows 98, Office 97 or better
- LAN/Internet with organizational mail accounts for IG, IGI, IGO, IGL, and IGS

(Individual accounts are not required or desired.)

Printers:

- Laser printer capability for each work station
- LAN printer is acceptable if in the immediate work area
- Duplex printer for Team Executive
- Access to color printer for Team Executive

Image Download In Workcenter

- One 400 MHz or faster MMX/Pentium processor
- 9.0GB or greater hard-drive free space
- 256MG RAM
- Sound card
- PCMCIA card
- Parallel, USB, Firewire (1394), Serial equipped
- CD-writer
- Broadband (Cable/DSL/LAN) Internet access
- Imaging editing software (Photoshop or equivalent)
- Two dedicated visual-information technicians to download and enhance digital images to create a high-impact video presentation

Porcelain message board with markers in each division area. One in common area

Four wire distribution racks with folder labeled for each inspector (sorted by division). Located in common area

Coffee pot and initial supplies. Pay as you go snack bar, if desired

Copier (capable of collate, duplex, sorting, and multiple copies).

Wing Alpha roster containing both enlisted and officer

Two-drawer safe for secret materials

Shredder to accommodate up to secret materials.

Portable radios and base station in IG work center on established IG Net with repeater. 25 LMRs for ORI. Contact PACAF/IGSC for specific instructions.

Six beepers established on base paging system

Portable projection screen

A1.2.2. Outbrief Audio-Visual Support Requirements Checklist:**Outbrief Video Production**

Video & Imaging editing hardware (i.e. Macintosh or AVID, to include appropriate software).

This requirement may be met using the host base Visual Information facilities

Outbrief Venue Requirements

PA system that provides sufficient quality and projection for voice and music.

Two lighted podiums equipped with cordless/wired microphones

(with backup mikes and light source).

One cordless or lapel microphone connected to the PA system to be used by unit commander

Audiocassette deck, CD (if required), and VCR connected to PA system.

A sheet of sturdy plywood or a table placed on top of theater seats centered five rows back from the front to support:

- A computer and monitor (15") or laptop capable of PowerPoint presentation

- Data and Video LCD projector, 750 or greater ANSI lumens

(Spare projector required)

- VCR

- PA system soundboard

- CD and tape player (if required)

- Small reading light

Duct tape, extension cords, and power strips for audio-visual equipment.

A1.2.3. Work Center Administrative Supplies Checklist:

2 boxes pens

10 key personnel rosters (local)

1 pair scissors

1 base map (1:400 scale)

1 box yellow hi-liters

1 two hole punch

1 box legal size file folders, 1 box pocket folders

1 roll brown paper tape

2 rulers

1 roll nylon strapping tape

10 steno pads

25 large/50 small brown envelopes

15 flashlights 15 Reflective belts
1 copy of previous wing inspections with finding replies
5 staple removers
1 set classification stamps
2 boxes paper clips
2 boxes "post-it" pads
10 staff directories (local)
Colored card stock suitable for printing color report covers (50 sheets)
Local and base phone book at each telephone
Recycling bins as required

Attachment 2**SIMULATION REQUEST FORMAT**

A2.1. The following format will be used for simulation requests. Multiple simulation requests will be numbered and consolidated into one MS Word document.

A2.1.1. Short Title of Simulation.

A2.1.2. OPR/OCR: (XX WG/Office Symbol/Name/Phone Number).

A2.1.3. Reason: (brief explanation of why the simulation is required).

A2.1.4. Event/item to be simulated.

A2.1.5. Specific cost and/or impact if not approved: (for example, extra expense, wasted resources).

A2.1.6. Demonstrate: (state how simulation will be accomplished).

A2.1.7. Indication of wing commander or equivalent approval.

Attachment 3

**SAMPLE MEMO, MAJOR ACCIDENT RESPONSE EXERCISE (MARE),
XX WING UNIT COMPLIANCE INSPECTION (UCI)**

XX November XXXX

MEMORANDUM FOR XX WG/CC/CV/IG

FROM: HQ PACAF/IG

25 E Street, Suite I109

Hickam AFB HI 96853-5438

SUBJECT: Major Accident Response Exercise (MARE), XX Wing Unit Compliance Inspection (UCI)

1. As part of your UCI, your unit is required to plan, conduct, critique, and report the results of a MARE between the period of X - X Jan XX. This MARE must not be identical to one performed by the XX FW in the past 12 months.

2. The MARE scenario may involve a weapons of mass destruction incident and include either chemical or biological agents, with details and parameters to be developed by XX FW exercise planners. The following inspection criteria need to be incorporated into the overall exercise scenario:

a. Command and Control (DRF/CP/CE/Units)

- (1) On-Scene Commander
- (2) Disaster Control Group
- (3) Battle Staff/Disaster Response Force
- (4) Applicable unit control centers

b. Fire Protection / Rescue (CE)

- (1) Notification/Dispatch
- (2) Communications
- (3) Incident command and control
- (4) On-Scene command and control
- (5) Risk assessment

- (6) Firefighter safety and health/2in-2out requirements
- (7) Firefighting techniques and rescue procedures
- (8) Protection of the public (protective measures)
- c. Security Forces Support (SF)
 - (1) Hostage negotiation team techniques and procedures
 - (2) Control of incident area
 - (3) Assist notification and evacuation of the area
 - (4) Communication
 - (5) Cordon sentry duties
- d. Explosive Ordnance Disposal Support (CE)
 - (1) Recall
 - (2) Situational assessment
 - (3) Operations
 - (4) Response/Operational equipment
- e. Services Support (SV)
 - (1) Mortuary procedures
 - (2) Higher headquarters reporting
- f. Logistics Support (LG): Incident support equipment and supplies
- g. Engineer Support (CE)
 - (1) Required Nuclear, Biological and Chemical reconnaissance, sampling, monitoring and identification
 - (2) Infrastructure and equipment support
 - (3) Damage assessment
- h. Medical Response (SG)
 - (1) Reception, triage, and medical actions for casualties
 - (2) Emergency decontamination and transport
 - (3) Assist with required Nuclear, Biological and Chemical reconnaissance, sampling, monitoring and identification
 - (4) Provide medical intelligence and epidemiological information
- i. Airfield Management/Operations (DO)
 - (1) Airfield operations and response measures
 - (2) Applicable sample transport preparation requirements
- j. Critical Incident Stress Management techniques and procedures (HC)

k. Casualty Notification (DP/HC/SG)

- (1) Higher Headquarters procedures
- (2) Administrative procedures
- (3) Notification(s) program/procedures
- (4) Following established guidelines

l. Media Support (PA)

m. Recall of required supporting departments/agencies and implementation of required support agreements/memorandums of understanding (Note: Exercise message/requests proceed no further than the Exercise Evaluation Team, but are reported to HQ PACAF/IG).

3. After the scenario is developed, send a copy of the XX FW Exercise Evaluation Team meeting schedule, objectives and Master Scenario of Events Listing to HQ PACAF/IGSE NLT XX. In addition, we request that you e-mail digital photos which clearly delineate the proposed exercise site(s) and highlight any site constraints.

4. If you have any questions or need any additional information, please call HQ PACAF/IGSE at DSN 449-3964.

ANDREW S. DICHTER, Colonel, USAF
Inspector General